

Woburn Redevelopment Authority
Minutes for February 28, 2017 Meeting
In the Council Committee Room
10 Common Street, Woburn, MA

✓ APPROVED

Chairman Queenin called the February 28, 2017 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll Call of Members

Mr. Art Duffy, Mr. Gary Fuller, and Chairman Don Queenin were present; Mr. Dave Ryan and Mr. Wayne McDaniel were absent. Additionally, WRA Administrator Tina Cassidy and City Planner/Grant Writer Dan Orr were in attendance.

2. Approval of minutes: January 24, 2017

Motion to approve the meeting minutes, as drafted, made by Mr. Art Duffy;
Seconded by Mr. Gary Fuller;
Motion carried, 3-0-0.

3. Bills to be Paid

None to report.

4. Financial Report

Motion to approve the financial report made by Mr. Gary Fuller;
Seconded by Mr. Art Duffy;
Motion carried, 3-0-0.

5. Correspondence

Chairman Queenin stated that an email was received by Mr. Sean Coakley stating his support of the proposed downtown parking lot on the former Strand Theater site and urged the City to move forward with the project.

6. Update on the Downtown Sign/Façade Program

Chairman Queenin asked City Planner/Grant Writer Orr for an update on the status of the program.

City Planner/Grant Writer Orr stated that there are a few sign applications that we need to Authority to make a formal decision funding these applications under the new or old program guidelines.

Administrator Cassidy provided an overview of the status of each application in terms of the application history, status and rationale for having never been finalized.

Chairman Queenin inquired about the Peppercorn House and whether they have gone through the proper process of the Sign Review Board and received all approvals. Administrator Cassidy confirmed that is true.

Mr. Gary Fuller stated that there is still an outstanding issue of the Peppercorn House having a neon sign in their window that is not in compliance with the City's signage code.

Mr. Gary Fuller recommends that we communicate to the Peppercorn House that the neon sign be taken off the window prior to granting funds for the sign program.

Chairman Queenin asked for motion to approve sign grant at the Peppercorn House subject to neon window sign removal.

Motion to approve grant funding for the Peppercorn House under the "old" guidelines, subject to removal of the neon sign from their window made by Mr. Gary Fuller;

Seconded by Mr. Art Duffy;

Motion carried, 3-0-0.

Chairman Queenin stated that, moving forward, there should be a Covenant in the new guidelines that indicate that neon window signage is not permitted and would prohibit eligibility, as well as be monitored by the City.

Administrator Cassidy stated that in the case of two prior applicants, Central Grill and Moore & Parker, the two quotes provided are approximately 4 years old and should be updated. A time limit should be provided as to submitting the new quotes, and if that is completed, we will process the application.

Chairman Queenin called for a motion to this effect.

Motion to approve the funding of the Moore & Parker applications under the "old" guidelines, subject to provision of updated sign quotes within 45 days, as well as the lack of neon window signage made by Mr. Gary Fuller;

Seconded by Mr. Art Duffy;

Motion carried, 3-0-0.

Chairman Queenin inquired to Administrator Cassidy about the status of the Central Grill application;

Administrator Cassidy stated that the Building Commissioner has approved the application, as it does involve a proposed awning that will cover the sidewalk.

Mr. Gary Fuller stated that there were a number of things that had to be done over time to the Central Grill building in order to receive a building permit.

Administrator Cassidy stated that similar to Moore & Parker, the Central Grill signage application was recently approved by the Building Commissioner

Motion to approve funding the Central Grill application under the "old" guidelines, subject to provision of updated sign quotes within 45 days, as well as the lack of neon window signage made by Mr. Gary Fuller;

Seconded by Mr. Art Duffy;

Motion carried, 3-0-0.

Chairman Queenin stated that he would communicate with City Planner/Grant Writer or regarding a funding transfer to the sign program grant account in the coming days.

7. Discussion of Downtown Parking

Chairman Queenin reviewed the process that the City is undergoing to acquire and construct a parking lot on Main Street.

Administrator Cassidy stated that the same day that the Mayor submitted this request to the Council, Alderman Anderson proposed the establishment of a Traffic Fund (already has 4 co-sponsors) that provides a provision in the zoning that says that if a developer relies on a municipal lot in the future, they will pay into the fund to be used for parking improvement purposes.

Chairman Queenin stated that this proposal mirrors the affordable housing funding mechanism in the City.

Chairman Queenin further stated that what came out of last night's meeting is that the Council is very receptive to the conditions downtown.

Mr. Art Duffy inquired about the prospect of including meters on the new lot.

Administrator Cassidy provided an overview of the parking lot proposal at 455-471 Main Street.

Administrator Cassidy stated that she would be in touch with WRA members in the future to schedule a new meeting for the Parking Subcommittee.

Mr. Gary Fuller inquired about the reconfiguration of the Common. Administrator Cassidy provided an overview of the proposed design. Overall, 20 new spots will be added to the Common.

8. New Other Business

Mr. Nicholas Leo stated that he is proposing 19 dates from May until September when movies will be projected. He is proposing the same setup outside as last year with tables and chairs, as well as try to show movies on all of the dates.

Mr. Don Queenin suggested that an approval of the leasing agreement by next month with the intention to submit to the licensing Commission by early April.

Mr. Leo agreed that he will meet with the Licensing Commission as required.

Mr. Gary Fuller inquired about the success of the movie events. Mr. Leo responded that they have been well-received.

Ms. Heather McGuire, representing the Woburn Business Association (WBA) stated that there is a transportation-themed breakfast on April 6th at the Crown Plaza sponsored by the WBA and invited the WRA members to attend. The forum will be attended by other local stakeholders, such as the City Council, the Mayor, the 128 Business Council, and the Metropolitan Area Planning Council (MAPC).

Chairman Queenin stated that the next WRA meeting is scheduled on March 28th.

9. Adjourn

Seeing no further business, Chairman Queenin called for a motion to adjourn at 5:25 pm.

Motion to adjourn made by Mr. Gary Fuller;

Seconded by Mr. Art Duffy;

Motion carried, 3-0-0.

Respectfully submitted,



Dan Orr

City Planner/Grant Writer